

5025—Attendance Policy

The School Board believes that regular school attendance is directly related to success in academic work. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Furthermore, excessive absences, as defined below, may result in loss of credit. Such experiences as class discussion and student-teacher interaction cannot be replicated outside the classroom or at a later time. In addition, regular attendance develops habits of dependability important to the future of the student.

In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, students are required to attend all assigned classes and/or study halls every day school is in session. The responsibility for attendance is shared by students, parents, and the schools.

Responsibilities of Students, Parents, Teachers, and Administrators Student Responsibility

1. To attend all assigned classes and study halls every day that school is in session.
2. To be in class on time, prepared for academic work.
3. To know and follow correct procedures regarding attendance.
4. To request any missed assignments due to an absence and to complete work as assigned by the teacher.

Parent or Guardian Responsibility

1. To encourage the student to attend school.
2. To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
3. To inform the school in the event of a student absence.
4. To work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher Responsibility

1. To take daily attendance and to maintain accurate attendance records on each assigned class and study hall as directed by district procedures.
2. To communicate attendance and makeup procedures clearly to students and to apply those procedures uniformly.
3. To provide makeup assignments and reasonable deadlines for completing them as posted electronically.
4. To work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
5. To utilize instructional methodology which stimulates and motivates students to attend and achieve.

Administrator Responsibility

1. To inform parents, students, and staff of school and School District attendance regulations.

- ~~2. To supervise and administer the attendance policy and regulations.~~
- ~~3. To maintain accurate records on student attendance.~~
- ~~4. To inform the student and his/her parent or guardian of the student's absences.~~
- ~~5. To work cooperatively with the student and parent or guardian to resolve attendance problems.~~
- ~~6. To assist and to support teachers with the implementation of attendance procedures.~~

Supplementary Building Regulations

~~In an effort to achieve regular attendance, each building will be responsible to develop procedural regulations and to communicate them to their school community at the beginning of each year. These regulations, to be approved by the Superintendent or designee, will follow the policy and procedures adopted by the School Board.~~

~~The regulations shall include notification of parents, intermediate interventions for unexcused absences, procedures for obtaining and completing makeup work, prevention programs, and programs for improving attendance.~~

DISTRICT WIDE ATTENDANCE PROCEDURES

Absences

- ~~1. Definition: A student will be considered absent when he or she is not in school or in class.~~
- ~~2. Reporting Absences: Absences shall be reported and records of absences kept in accordance with regulations adopted to implement this policy.~~
- ~~3. Special Absences: Students are granted special absences for the following reasons:
 - ~~a. Religious instruction not exceeding three (3) hours per week conducted in accordance with Minnesota Statutes S120.10.~~
 - ~~b. Dismissal under the Pupil Fair Dismissal Act for disciplinary purposes.~~
 - ~~c. School sponsored activities.~~
 - ~~d. Death in the immediate family.~~
 - ~~e. Religious/spiritual days kept sacred by the pupil when religious/spiritual services are observed only during school hours.~~
 - ~~f. Subpoenas for testimony in court or judicial proceedings.~~~~

~~Special absences are **not** counted in the eight (8) absence maximum rule applicable to senior high school students.~~

Excused Absences

~~For a student's absence to be excused, it must meet one of the following criteria:~~

- ~~1. Sickness of pupil.~~
- ~~2. Sickness in the immediate family of the pupil.~~
- ~~3. Danger of imprudent exposure to illness.~~
- ~~4. Medical or dental treatment.~~
- ~~5. Important events requiring student participation in such activities as state or national contests, tournaments, concerts, or performances. To be excused, advance notification~~

is required.

6. Temporary absence from the city upon the personal request of the parent or guardian, provided the request is made in advance of the absence or was of an emergency nature. For a student to receive full credit for work missed in a class, an advanced absence form must be signed by the student's teacher and turned in to the attendance office before a student leaves the city. To receive full credit for work missed because of emergency absences, a student must make arrangements with each teacher upon returning to school.
7. Other reasons verified by the parent/guardian and mutually acceptable to both the parent/guardian and building administration.

Unexcused Absences — Truancies

All absences which are not school authorized, or which are not excused, or which are the result of tardiness without a valid excuse occurring more than ten (10) minutes after class has started are considered truancies. All absences for which timely and proper notification is not provided are considered truancies. These unexcused absences are counted in the eight (8) maximum absence rule applicable to senior high school students unless dealt with under the Pupil Fair Dismissal Act.

Tardiness

Tardiness is the failure of a student to be in an assigned area when the bell rings without a valid excuse. An unexcused tardiness is tardiness without a valid excuse which occurs within ten (10) minutes of the start of class. Valid excuses for tardiness must be in writing and signed by an administrator or faculty member. There is no penalty for excused tardiness.

Special Arrangements

A student whose attendance is addressed in his or her individual education plan or personal education plan will have this policy applied as identified in the IEP or PEP.

General Procedures Regarding Absenteeism

When a student is absent, for the absence to be excused, the parent or guardian shall notify the school by phone call the morning of the absence and/or follow up with a written explanation of the absence within 24 hours of the student's return.

Attendance procedures are designed to address the problems of absenteeism at the elementary, middle and secondary schools. School absences may result in one or all of the following:

1. Parent notification by phone call, written communication, and/or a conference.
2. Remedial Intervention:
 - a) Detention
 - b) In-school suspension
 - c) Out-of-school suspension
 - d) Referral to student support team

- e) ~~Referral to school nurse~~
- f) ~~Referral to minority intervention teams~~
- 3. ~~Required medical verification for illness.~~
- 4. ~~Referral of student and parent for truancy to Juvenile Court, in accordance with Minnesota Statutes.~~
- 5. ~~Referral to the St. Louis County Social Service Department for further investigation.~~

Special Procedures Applicable to Senior High School Absenteeism and Tardiness

1. Attendance Requirement for Course Credit — Maximum Absence Rule

~~Course credit requirements include not only completion of all required course work but also participation and interaction through regular and prompt attendance. Frequent absences lead to disruption of the instructional process for the individual student, the classroom teacher, and other students in the class. For these reasons, a student who is absent more than eight (8) times (excused and/or unexcused) from any class during a semester will be denied credit for the course, subject to the review and appeal procedures set forth in paragraph IID.~~

2. Dismissal for Unexcused Absences and Unexcused Tardiness

~~A student having more than three (3) unexcused absences per class or seven (7) unexcused tardinesses per class in a semester will be considered as being in willful violation of this policy. He or she will be dropped from the course, given a permanent incomplete, and assigned to a study hall.~~

3. Notice

~~A copy of this policy shall be given to each student prior to the commencement of each year or at such later time as a student enrolls, and a copy shall be mailed to his or her parent/guardian/foster parent. When a student accumulates three (3), and again when a student accumulates six (6) excused and/or unexcused absences, the student and parent/guardian/ foster parent will be notified within a reasonable time of the accumulation and of the consequences of a maximum absence rule. Notice shall also be given a student and his or her parent/guardian/foster parent when the student has accumulated five (5) tardies and after unexcused absences.~~

4. Request for Review/Appeal:

~~It is the intent of the policy to enhance educational opportunities through better attendance achieved by cooperative efforts of students, student advocates, parents, and administrators. The principal shall determine whether there are extenuating circumstances affecting a student which justify waiving this policy. The principal shall conduct this review without request from parents. It is the intent of this language to prevent parents from having to appeal the loss of credit for situations involving extenuating circumstances. The principal shall be empowered to establish attendance guidelines for students when the principal has found extenuating circumstances.~~

~~In the absence of a determination of extenuating circumstances, at such time as a student has accumulated nine (9) absences in a semester, and prior to the loss of credit,~~

~~the student and parent/guardian shall be notified that the application of this policy will result in a loss of credit for the class or classes from which he or she is absent, and that the student, the student's advocate, or the student's parent, foster parent, or guardian have a right to request a review to explain why literal application of the policy would be unjust or unreasonable. An advocate is any person who appears on behalf of a student with the student's consent.~~

~~A request for review must be made in writing to the principal, or assistant principal, within five (5) days of notification of the pending loss of credit. Pending the review, the student must continue attending the class or classes in question.~~

~~The review shall be made by a Building Review Board, appointed by the principal, consisting of an administrator, counselor, and teacher, and by a minority member if the affected student is of a minority. If upon preliminary review of the student's record and the written request the Building Review Board cannot grant the relief requested, those requesting review shall be notified of a time and place where additional facts or persuasion can be presented in person to the Building Review Board.~~

~~The Building Review Board, based upon evidence, shall have the power and duty to correct errors, and in the interests of justice to ameliorate the literal application of this policy if it finds such application to be arbitrary, capricious, unreasonable, or so harsh as to be not in the best interest of the student. The decision shall be in writing and delivered to the student and his/her parent or guardian and teachers affected. A copy shall be placed in the student's folder.~~

~~Any student aggrieved by a decision of the Building Review Board may file a written appeal with the Director of School Operations within five (5) days of notification of the decision of the Building Review Board. The Director of School Operations shall appoint and chair a three person panel to review the files and records relating to the student's complaint and the action of the Building Review Board. At least one of the three members of the panel must be a minority if the student is a minority. This panel may, upon such review, modify the decision of the Building Review Board if the panel finds such modification to be in the best interest of the student and if the panel finds that such modification is consistent with the educational philosophy underlying this policy. The decision shall be in writing, and a copy shall be placed in the student's file. Pending a decision, the student must continue attending the class or classes in question.~~

~~A full time student is one who is considered in attendance at the enrolled school the entire day.~~

~~A partially enrolled student is one who is considered enrolled for less than the full day. The partially enrolled student is permitted to continue any and all classes for which he/she may be enrolled. Partially enrolled students may continue their education even if enrolled in only one or two classes.~~

~~If a student's attendance record results in him/her being considered a partially enrolled student, the student will be permitted to continue to attend classes in which he or she has had success. In addition other options will be made known to the student which may offer other methods of successfully completing graduation requirements such as ALC, distance learning options, or STC.~~

~~Adopted: 06-09-1970 ISD 709~~

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